

12 SEP 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Interdivisional procedures relating to the obligation and payment of (RD) XG and XG subject to ICAD field audit

1. Based upon mutual understanding by representatives of the Fiscal and ICA Divisions, the following general procedures regarding the obligation and payment of (RD) XG and XG contracts are hereby set forth.

INDUSTRIAL CONTRACT AUDIT DIVISION

OBLIGATIONS

- a. The Chief, ICAD will prepare and forward to the Acting Chief, Fiscal Division a memorandum indicating contracts and task orders to be obligated. Each contract or task order will be identified by contractor's name, contract number, cost center number chargeable, object classification and dollar amount of each.
- b. Also, within the body of the memorandum the Chief, ICAD will certify to the Acting Chief, Fiscal Division that each contract or task order included therein has been approved by a properly authorized Agency approving official.

PAYMENTS

- a. Each invoice and accompanying voucher abstract will be given a voucher number.
- b. Upon each voucher abstract there will be indicated expenditure information required for the recordation of each invoice payment. Required expenditure information are:

1. Voucher Number
2. Name of Payee
3. Schedule Number
4. Fiscal Year
5. Funds
6. Obligation Number
7. Cost Center
8. Object Class
9. Amount
10. Obligation Liquidated

- c. For one or more invoices a Schedule of Payment (SF 1166) will be prepared. The schedule will be prepared in an original and three copies:

CIA INTERNAL USE ONLY

- Original - Disbursing Officer (Ret'd. to Fiscal Acctg. Br.)  
1 - Disbursing Officer (Ret'd. to Fiscal Acctg. Br./ICAD)  
1 - Disbursing Officer (D.O. File)  
1 - ICAD file copy

Schedules prepared for payment by the Disbursing Office will be marked for "messenger pickup" and when picked up by an ICAD representative they will be hand carried to the Accounting Branch, Fiscal Division for appropriate dissemination. Each Schedule of Payment will indicate the fund from which the disbursement will be made - 20X6549.

FISCAL DIVISION

OBLIGATIONS

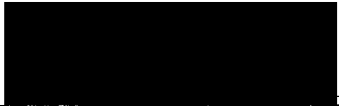
- a. Upon receiving the obligating memorandum from the Chief, ICAD, the Accounting Branch will use such as the basis for recording contract and/or task order information as obligations against indicated cost centers.
- b. A copy of the memorandum will be returned to Chief, ICAD with a stamped indication thereon that such obligations were recorded.

PAYMENTS

- a. The Fiscal Processing Branch will assign blocks of schedule of payment and voucher numbers for the use of ICAD as and when necessary.
- b. As and when paid schedules of payment are received in the Accounting Branch a copy of such will be returned to the ICAD with a stamped indication thereon that such has been recorded as a disbursement on the records of the Agency.
- c. Voucher abstracts corresponding to schedules of payment will be recorded by the Accounting Branch and clerical activity relating to liquidation of obligations will also be accomplished.

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Chief, Industrial Contract  
Audit Division

  
Acting Chief, Fiscal Division